Welcome to Camp Kinneret 2017!

Our 63rd Camp Season!

Summer is here! To help get you and your campers ready for camp, we've included lots of important camp information in this packet. Make sure to read through the entire packet and let us know if you have any questions!

First, some of the questions we hear most frequently as camp approaches…

1. *Do you know who my child's counselor is? How will my child find their counselor on the first day of camp? (pg.2)*
2. *What should I send to camp with my child each day? (pg.3)*
3. *What if my child has to miss a day of camp? (pg.6&7)*
4. *How does Camp Kinneret plan for emergencies like earthquake or fire? (pg.10-13)*

In addition to this packet, remember to utilize the tools and information on our website throughout the summer. You will find our weekly newsletters posted there, a camp gear store, a summer calendar, and more under the "Current Families" tab!

Have you submitted your health form yet?

If you have not already completed and returned your camper's health form, please do so ASAP! (They will not be able to come to camp without it!) Please visit campkinneret.com/camper-health-form/ and follow the link! You do not need a doctor's office to fill this out.

Camp Accreditation

Camp Kinneret is proudly accredited by the American Camp Association (ACA). The ACA sets standards for camps across the country, helping to hold them accountable for the safety and well being of their campers and staff. Many of the policies and procedures discussed in this packet are a result of our adherence to the standards of our accreditation.

What Happens On The First Day?

- The first day of camp can be exciting and a little intimidating! Rest assured that we will help your camper find their group when they arrive at camp. On the first couple of days, each camper will receive a name tag on their bus (or at sign-in) with their name, their counselor's name, and their bus stop. Our staff will walk campers from the bus to their group table to meet their counselor. Each morning, there will be plenty of staff prepared to assist campers (especially younger ones!) find their group and counselor.
- Once all campers have boarded at the last stop of the route on the first two mornings, the Bus Captain will go over all of the bus rules before proceeding to camp. (If you have concerns about your camper's first day on the bus, please call the office to speak with us!)
- If you want to capture your camper's first day with pictures, please remember that our buses have a schedule to follow and that only campers and bus staff are permitted to board the bus. Show up to your stop early and snap a picture when the bus arrives!
- Once all of the buses have unloaded at camp, everyone will gather for our daily morning assembly. We call it Good Morning Mountain. After some songs and announcements, each group will head off to their first activity of the day!
- During the first days, each group will have time set aside to get to know each other and learn the camp and group rules. Each camper will also stop by the offices to receive their Camp Kinneret T-shirt and lunch bag.
- At the end of each day, everyone will gather for our afternoon assembly – Friendship Hill! From there, campers are dismissed by bus. Remember, each camper's bus is written on their name tag and on their group's attendance lists, so counselors can make sure they're headed to the right bus!

Important note about your camper's counselor

We don't know who your camper's counselor will be until a few days before camp starts. Why? We take advantage of the time we have during staff orientation to really get to know our staff for each summer. Then, we can match each counselor with the group we feel will be the best fit!

What To Bring To Camp Every Day

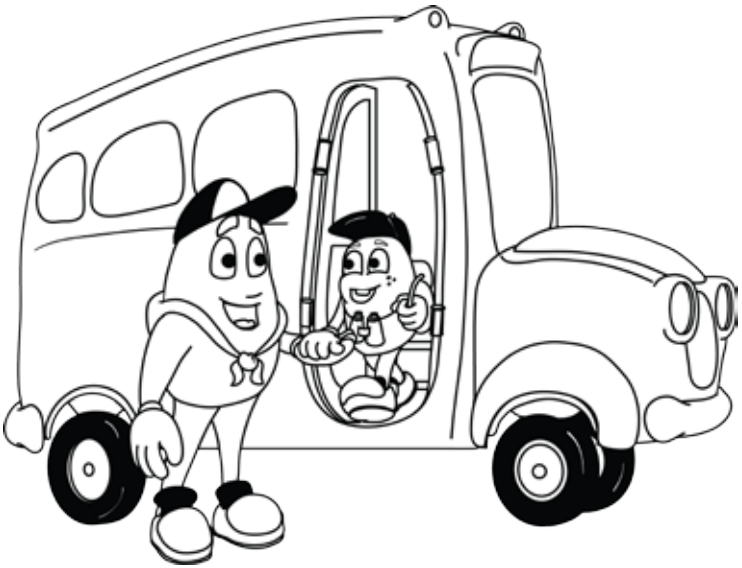
- Lunch in a bag (please NO lunch boxes or coolers) labeled with your camper's name (we provide milk and water). Each camper will receive a reusable Camp Kinneret lunch bag on their first day of camp! Lunches are refrigerated until lunch time.
- A bathing suit and towel in a backpack or other non-paper bag that your camper can easily carry.
- Wear clothes (that can get dirty!) and sneakers (no sandals, Crocs, Keen sandals, sport sandals, or any other shoe that has open toes, heels, or sides) that are comfortable for playing.
- For younger campers we suggest packing an extra pair of underwear, socks and shorts in a Ziploc bag (labeled with their name) to be kept in their backpack just in case!
- Please do not send snacks in camper backpacks or lunch bags. Lunch bags are packed away in our walk-in fridge until lunchtime and backpacks are kept outside exposed to the sun and potentially to critters! If your camper needs a specific snack for health reasons, please call us today to discuss a plan of action. Pre-K, kindergarten, and 1st grade groups have the option of a mid-morning graham cracker snack that camp provides, and all groups have a frozen juice bar snack to end the day.
- Campers may not bring: radios, iPods, mp3 players, toys, spinners, video games, tablets, smart watches, squirt guns, toy weapons, books, animals, personal athletic or electronic equipment, or money. In addition, it is our policy that any camper found in possession of drugs, alcohol, or weapons will be asked to leave camp for the remainder of the season.
- Cell phones: staff and campers are not permitted to have cell phones out in camp at any time. If you would like your camper to have a phone with them, please make sure they keep it off and in their backpack throughout the camp day and bus ride.

A special note about snacks

Keeping camp tech-free is important to us!

Bus Transportation

- Each bus has 4 – 8 staff members assigned to it. They are trained to help campers remain safe and have fun each day as they travel to and from camp! The Bus Captain (one per bus) receives additional training and is in charge of bus attendance, contact with the camp office, and supporting the rest of the bus staff.
- You can meet your bus staff before camp begins! The meetings will take place at your bus stop on the Saturday prior to first session (June 17th) and the Wednesday or Saturday prior to the start of second session. You will receive a schedule prior to these dates with the exact times for your stop!
- Please remember to always have your photo ID with you when you pick up your camper. Your regular bus staff will get to know you over the summer but you may occasionally encounter a substitute person if the regular staff member is absent.
- If you are late to your morning stop, the bus cannot wait for you. It has other scheduled stops and a scheduled arrival time at camp. Call the office to find another stop where you may be able to catch the bus or to let us know you'll be driving your camper to camp.
- If you are late to your afternoon stop, your camper will remain on the bus and travel to the rest of the stops on the route while we try to reach you. At the last stop, the Bus Captain, driver, and the bus itself will remain with your camper until someone arrives to pick them up. If you know in advance that you will be running late, please call us so we can find a solution.



Please remember to review these with your camper(s)!

Bus Rules

Parents:

1. Please keep pets away from bus stops. Many campers have fears and/or allergies and animals can sometimes add distraction and confusion to camper drop off or release.
2. Only campers and camp staff are permitted to board the camp bus. Parents, siblings, and friends must never board the bus.
3. Remember that all times listed are the time that the bus will leave the stop. Campers should be at the stop and ready to board at least 5 minutes prior to the departure time.

Campers:

1. Each morning, be a "Ready Rabbit" by arriving at your bus stop at least 5 minutes early.
2. Do not approach the bus until it has come to a complete stop and the bus staff waves you forward.
3. Once on board the bus, quickly find a seat and buckle yourself into your seat belt. Staff can help you!
4. Everyone on board the bus must remain seated and facing forward with seat belts fastened at all times.
5. Keep all body parts inside the bus at all times.
6. Never throw anything inside the bus or out the bus window.
7. You may drink water only on the bus. Food, candy, gum, and other drinks should be put away during the bus ride.
8. Keep voices at an inside level unless your bus staff asks you to sing or cheer along!
9. All sharp or pointed objects must be stored away during the bus ride. Cell phones, ear phones, and other electronics must also stay in your bag.
10. Campers should never sit in the driver's seat.
11. Follow all directions of the driver and bus counselors to help everyone have a fun, safe trip!

Parents driving to and from camp each day

Penguin Bus:

- Drop Off: 8:15 – 9:00 am
- Pick Up: 3:50 – 4:45 pm
- Pull up the main driveway and sign your camper in or out with one of our extended day staff members.
- The main driveway will be closed to cars between 9:00 – 9:30 am and between 3:00 – 3:50 pm in order to allow the safe unloading and loading of the camp buses. During these hours, please use the lower parking lot and walk up to sign your camper in or out.
- Remember to bring your photo ID!

Please Note:

Picking Your Camper Up Early

- You are required to bring your photo ID in order to enter the camp site at any time. You will also need your ID to sign your camper out.
- Please call us in advance so we can make a note that your camper's afternoon transportation will be different that day. We can also have your camper waiting for you if you would like! Please let us know when you call if you would like them to be waiting for you or if we should keep them with their group until you arrive.
- If someone other than yourself is picking up your camper, please make sure they are on your authorized release list and please remind them to bring their photo ID!

Absences

- If you know ahead of time that your camper will be absent, please call the office in advance so we can note it and let your camper's Bus Captain know not to expect them on that day.
- If your camper wakes up sick on a camp morning, please call us as soon as possible (before they are scheduled to be at their stop) so we can let the bus know.
- If you have more than one camper and only one will be absent, it's still important for you to call the office before arriving at your bus stop. Buses and camp groups have an attendance count each day and we need make any adjustments as early as possible in order to plan for the day.

Please call the office if your camper is sick! (818)706-8255

Makeup Days

- Campers are entitled to one makeup day for each paid camp day that is missed.
- Makeup days are only provided if absences were reported in advance and if there is space available in your camper's group on the requested day.
- Occasionally, your bus may be full on your requested makeup day even if there is space in the group. In these cases, you can make arrangements to drive your camper to camp or we can schedule your camper to meet another bus for that day.
- There is no fee for makeup days. However, a $25 administrative fee may be charged if scheduled makeup days are re-scheduled.
- Your makeup day may be in advance of a planned absence when needed.
- A camper enrolled in Session One ONLY must make up any missed days during Session One and CANNOT make up any days in Session Two.
- A camper enrolled in Session Two ONLY must make up any missed days during Session Two and CANNOT make up any days in Session One.
- A camper enrolled in both sessions may schedule makeup days in either session. However, you are encouraged to schedule days as early as possible in case there is not space in later weeks.
- Absences which are not made up during the summer as described are lost and no refund or credit will be granted.

Visiting Camp

- We encourage you to visit and see camp in action! There is no designated visiting day at camp and you don't need to schedule a visit in advance. If you want to check your camper's activity schedule for the day or make sure they won't be gone on a hike, just give the office a call!
- We ask that you wait until after your camper's first few days of camp to visit. This will give your camper a chance to acclimate to camp and also to learn things to share with you!
- Please do not visit on Sleepout Fridays (July 14th & August 11th). These days have unusual schedules that make it more challenging for parents to enjoy a regular camp day visit. Also, many campers have successfully separated from their parents in preparation for staying at camp all night. Seeing their parents (or their friends' parents!) may re-trigger separation anxieties.

Maintaining A Healthy Camp Community

- We rely on you to let us know of any change in your camper's health that may affect other campers. If your camper is exposed to any communicable disease during the three weeks prior to camp attendance, please notify camp.
- In order to prevent the spread of lice at camp, we check every camper for lice on their first day. Please help us by checking your child prior to the start of camp and regularly throughout their camp experience. Please notify our office immediately if your child does contract lice so that we can work to prevent it from spreading in our camp community.
- If we find that a camper has lice, it is our policy to keep the camper in the office until they are picked up. The camper may not return to camp until they are treated and found to be nit free by our First Aid Provider or designated Leadership Team member.

First Aid

- We have a Red Cross-certified First Aid Provider on staff at all times to tend to our health care needs. The majority of their time is spent cleaning small scrapes, applying band-aids and giving a little extra TLC!
- If a camper's injury or illness is more severe, we will try to arrange for you to take your child to your pediatrician's office so that your camper may be treated in familiar surroundings. If we cannot reach you or feel that more immediate treatment is called for, we will consult our camp doctor or the services of a local hospital. In either event, Camp Kinneret carries camper accident insurance providing secondary and excess coverage to your personal medical coverage.
- We will always notify you in the case of these specific injuries and incidents: a bump to the head, a bee or other insect sting, a scratch on the face, or a bloody nose. In these cases we will notify you at the end of the camp day.
- In the case of a more major facial scratch/cut, a temperature over 100° F, or vomiting, we will call you immediately to discuss the best plan of action for your camper.
- If you have given us medication for your camper to take for "as needed" conditions, such as an inhaler for asthma or pain reliever for migraines, we will let you know if that medication has been administered.

Medications

This is super important when sending medications to camp!

- Please give your bus stop counselor any medication you are sending to camp. Medications should be in a sealed container with specific instructions regarding the times and dosages required, as well as the condition being treated and your camper's name. (This includes ear plugs for swimming, eye drops, throat lozenges, etc...) At the beginning of the session, please send enough to meet your camper's needs for the duration of the session as well as a few extra in case your camper adds any extra days!
- If the medication has been prescribed by a physician, we must receive it in the original container with all prescription information attached.
- All medications will be stored in the camp office and dispensed by our First Aid Providers or a Leadership Team member. Campers are encouraged to be responsible for remembering to take their own medication; however, should they be so busy having fun that they forget, we will send for them at the appointed time.
- Campers and staff may NEVER keep any medications (prescription or over-the-counter) on them or in their bags during the day unless special arrangements have been made with a camp director. The camp first aid office is central to all of camp and close enough to all activities to make carrying medications unnecessary in most cases.
- Should your camper have medication remaining at the end of camp, we will send it home on the bus on your camper's last camp day. If your camper runs out of medication before their final day at camp, we will contact you to send more.

Lost and Found

If it's labeled clearly, there is a good chance that a lost item will get back to your camper!

- Label your camper's clothing, bathing suits, towels, backpacks, and other items!
- We keep lost and found items in the office. If your camper is missing something, have them ask their counselor to take them to look in lost and found. You are also welcome to call us if you are looking for a specific item, or if you are already coming for a visit, stop by the office to take a look!

Camp Communication

- Weekly Newsletters: Look for a copy of the KINNERET HIGHLIGHTS each week during the summer. You will receive them from your bus staff and you can view them weekly online at www.campkinneret.com. Click on the "Current Families" button, then on "Newsletters."
- Emails: We will send email reminders and notices when there is an important upcoming event or if something happens in camp that we want to tell you about. Make sure to add us (info@campkinneret.com) to your approved senders list to avoid these emails ending up in your spam folder.
- Texts: In the event your bus is running late due to traffic or other circumstances, we will send a text to the numbers you indicated when completing your health form. We may also use this system in the event of an emergency or as a last-minute reminder.
- If you would like information about your camper's summer experience, or have a concern that you feel we should be aware of, please call us right away. We rely on you to communicate with us if you or your child have questions or concerns. During the day, our Leadership Team members try to be out with the campers as much as possible, and will return your call either before or after the camp day.

Earthquake Preparedness

As we all know, the possibility of a major earthquake is a fact of life in Southern California. Please read this section thoroughly to learn how we prepare for an earthquake during the camp day and also how and when to pick up your camper should a major earthquake occur.

- During staff orientation we review and discuss a plan with our staff to ensure that they are properly trained in the event of an earthquake.
- We are prepared to have all campers and staff remain at camp for a period of up to three days in the event that a major earthquake occurs during a camp day and families have difficulty reaching camp. We have stockpiled emergency blankets, food, water, and first aid supplies to meet our needs.

Earthquake Preparedness - continued

- If internet is available, we will post a special message on our website to keep you informed.
- In the event that a major earthquake occurs during the camp day, we will take immediate steps to ensure the safety of everyone in camp and will monitor the news to assess the seriousness of the situation.
- If there is relatively little damage and campers can return to their regular afternoon bus stops, we will finish the rest of the camp day in normal fashion and leave at our regularly scheduled time.
- Should there be serious damage that could keep us from reaching the bus stops, we will keep all campers in camp until they are picked up by a parent, legal guardian, or other individual who you have authorized on the Camper Health & Information Form. As a protection to you and your children, we will not release campers to anyone other than these people.
- Should an earthquake occur prior to your camper being picked up at their bus stop in the morning, listen to the news and plan accordingly. If the earthquake's severity is great enough to disrupt local phone service for more than 30 minutes and phones are not restored by 8:15 am, camp will be closed for that day because we won't be able to let you know the condition of the camp grounds.
- If an earthquake occurs while campers are on buses and the quake is not a major one, buses will proceed with their route as usual. In the mornings, they will continue on to camp. In the afternoons, buses will return to their regular stops.
- If a major earthquake occurs while campers are in transit to camp in the morning and buses are not able to proceed to camp, or the camp day is canceled, they will attempt to return to the one stop on your route that is designated as the emergency/earthquake stop. After they have waited at their emergency stop for one hour, the bus will continue to an emergency shelter with all remaining campers. If the bus cannot reach that stop, they will attempt to continue to camp and campers will be cared for until they can be picked up by you or a person designated by you. If the bus can neither get to the emergency stop nor to camp, the bus staff will care for the campers until they can get to a nearby emergency shelter. Your route's emergency stop is indicated on your bus confirmation form and on the Emergency Procedures Quick Reference page sent with this packet.

Earthquake Preparedness - continued

- If a major earthquake occurs while campers are <u>in transit home from camp in the afternoon</u> and buses are not able to proceed to their regular stops at their regular times, they will attempt to return to the one stop on your route that is designated as the emergency stop. After they have waited at their emergency stop for one hour, the bus will continue to an emergency shelter with all remaining campers. If the bus cannot reach that stop, they will attempt to return to camp and campers will be cared for until they can be picked up by you or a person designated by you. If the bus can neither get to the emergency stop nor to camp, the bus staff will care for the campers until they can get to a nearby emergency shelter. Your route's emergency stop is indicated on your bus confirmation form and on the Emergency Procedures quick reference page sent with this packet.
- We will post information on our website and will attempt to utilize email and/or texting services to let you know our status after an earthquake (minor OR major). Even if phone lines are working, the volume of calls coming in from camp parents will overload our phone lines and you will likely not be able to get through to us.
    - *During in-camp hours, you can be assured that campers will remain in camp with us or be evacuated as a group to the designated location discussed in the next section.*
    - *If campers are on buses (or on a beach trip), the bus staff will attempt to notify us about their location. If the earthquake was a major one and campers are waiting with their bus to be picked up by you, the bus staff will also try to contact you on your cell phones.*
    - *If campers are on buses and phone lines are affected, it is likely that out of state lines will be the first connected. In this case, we have made arrangements with Colvig Silver Camps in Colorado. Bus Captains will contact Colvig Silver Camps with a status report stating their location and the names of the campers that are with them as soon as the out of state lines are available. You will then be able to call Colvig Silver Camps and obtain this information from their office staff. The number for you to call is 970-247-2564. Colvig Silver Camps will only have information about the <u>LOCATION</u> of your camper in the event that the earthquake occurs <u>during transportation times</u> (prior to 9:15 a.m. and after 3:45 p.m.). They will not have any information about the wellbeing of campers, CILTs, or staff.*

How to contact us after an earthquake

Fire and Evacuation Procedures

At the first smell or sight of smoke in the area, we are in contact with both the Los Angeles and Ventura County fire departments. They will let us know the location of the fire and whether or not it poses a threat to us. By following the direction of the fire department we will be able to make the best possible decisions for the safety of everyone in camp.

- If internet is available, we will post a special message on our website to keep you informed.
- If a fire or other emergency does NOT pose a threat to Camp Kinneret, then we will continue the camp day as usual. Buses will depart at the regular time. Depending on both the location of the fire and your bus stop, traffic may be heavier than usual and campers may be later than their regular drop off times.
- If a fire or other emergency DOES pose a direct threat to Camp Kinneret we will follow the direction of the fire department and other officials. Should it become necessary to evacuate camp, our camp buses will take all of our campers and staff to Reyes Adobe Park in Agoura Hills. Once we evacuate, we will finish our regular camp day at the park and return all campers to their bus stops at their regular times. Parents who drive their own campers should plan to pick them up at the park at the end of the camp day.
    - *In the event that we need to evacuate camp, do not come to camp to pick up your camper. We will be evacuating quickly and we have enough space on our camp buses for all of our campers and staff. Even those campers who do not regularly ride a bus will be on one of our buses in an evacuation. If you come to camp yourself you will only slow down our efforts to quickly and safely evacuate camp. You may also put yourself in danger by trying to get here.*
    - *Reyes Adobe Park is located off of Reyes Adobe Road just off the 101 freeway. To get to the park, take the 101 to the Reyes Adobe Rd. exit and head north (away from the ocean). Turn left on Rainbow Crest Dr., and the park will be on your left.*
    - *If for any reason we are redirected to another location, we will leave a message on our camp answering machine, post a message on our website, and try to let you know through text messaging. We will also attempt to have a staff member at the park to re-direct you if you are coming to find us.*

A Final Word

and then it's off to camp we go!!!!

Communication Is Key To A Successful Summer!

- We are very excited for our 63rd summer! We encourage you to communicate with us, and invite you to come out to camp. If there is a question or problem that you would like to discuss, please call. Your children only get one summer each year, and our job is to make it the best that it can be. Help us do this by letting us know if you have concerns that arise during the summer. Our goal is to provide each child with a wonderful summer camp experience.
- Our Leadership Team members are experienced camp professionals and educators who provide daily support and assistance to counselors, instructors, campers, and parents!
- To speak with your Leadership Team member, simply give our office a call. Each team member supports several camper groups and activity areas so they are typically out on site during the camp day. They will be happy to call you back if they are away from the office when you call!

EMERGENCY PROCEDURES

Quick Reference

Earthquake:

Prior to the camp day:

- Call camp or check our website. If possible, we will leave a message about the status of camp for that day.
- If phone lines are down and have not been restored by 8:15 am, and if there is no message posted on the website, camp will be closed for the day.

During AM transportation (prior to 9:15 am):

- In the event of a major quake, buses will proceed to the emergency stop on their route. (see below)
- If the emergency stop is inaccessible, buses will return to camp.
- If both of the above are inaccessible, buses will proceed to an emergency shelter.
- If you cannot reach us, call Colvig Silver Camps at 970-247-2564. They will be gathering information about the location of campers who were in transit to camp at the time of the quake.

During the camp day:

- We will be at camp with your camper.
- In the event of a minor quake, we will continue with the camp day and take the buses home at the end of the day.
- In the event of a major quake, we will stay at camp and wait for you to come pick up your camper.
- Colvig Silver Camp will NOT have any information during the camp day. They will only receive information about the location of your camper during AM & PM transportation times.

During PM transportation (after to 3:45 pm):

- Buses will attempt to continue to regular stops.
- If regular bus stops are inaccessible, they will proceed to the emergency stop for your route. (see below)
- If the emergency stop is inaccessible, buses will return to camp.
- If both of the above are inaccessible, buses will proceed to an emergency shelter.
- If you cannot reach us, call Colvig Silver Camps in Colorado (970-247-2564). They will be gathering information about the location of campers who were in transit home from camp at the time of the quake.

Emergency Bus Stops (only used during transportation times):

- **Route A:** Beeman Park - 12621 Rye St, Studio City, 91604 (Corner of Milbank St. & Beeman Ave.)
- **Route B:** Encino Elementary - 16999 Addison St, Encino, 91316
- **Route C:** Rancho Madera Community Park - 556 Lake Park Dr, Simi Valley, 93065
- **Route D:** The Commons - 4799 Commons Way, Calabasas, 91302
- **Route E:** Bay Laurel Elementary School - 24740 Paseo Primario, Calabasas, 91302
- **Route F:** Temple Aliyah - 6025 Valley Circle Blvd, Woodland Hills, 91367
- **Route G:** At Camp - 29646 Agoura Rd, Agoura Hills, 91301
- **Route H:** At Camp - 29646 Agoura Rd, Agoura Hills,91301

Fire or Other Emergency:

No immediate threat to Camp Kinneret:

- We will continue the camp day as usual and campers will take their regular buses home at the regular times.

When evacuation is necessary:

- Call camp or check our website.
- If possible, we will evacuate to Reyes Adobe Park in Agoura. We will continue the camp day at the park and buses will bring campers to their usual stops at the end of the day.
- In the event that conditions at that park are unsafe, we will select an alternate location and leave this information on the answering machine and our website.

Directions to Reyes Adobe Park:

- Reyes Adobe Park is located off of Reyes Adobe Road just off the 101 freeway.
- Take the 101 to the Reyes Adobe Rd. exit and head north (away from the ocean).
- Turn left on Rainbow Crest Dr., and the park will be on your left.

Contact Information:

- Telephone Number: (818) 706-8255 or (805) 523-7711
- Website: www.campkinneret.com
- General Email Address: info@campkinneret.com

We would like to suggest that you make a couple of copies of pages 15 & 16: one for home, office, car, etc. so that in the event of an emergency you have all the information you would need to contact us. Or download a copy at: http://campkinneret.com/current-families/resources/